

**Ventress Memorial Library
Board of Trustees Meeting
12/14/11 – Minutes**

Attendance: Jean Christensen, Jeanne Horan, Mary Ann Walsh & Ellen Riboldi

1. **Call to Order:** 4:10 pm

2. **Minutes of November Meeting:** Jeanne made a motion to accept the minutes as written, Jean seconded the motion. All in favor.

3. **Director's Report:** Ellen provided an overview of the DPW response to her email requesting clarification of responsibilities of duties. The Facilities Manager is performing a town-wide survey of capital project needs. Further discussion required to determine how the Library Building Committee should be involved to provide input.

6. **Review Selectmen's Directive for the Role of Boards in Appointments:**

Discussion surrounded the need for a renewed directive for the library regarding its charge to explore the need and design of a new library. Trustees want to present options to Selectmen for consideration. Jeanne will contract Steve Robbins to schedule a preliminary meeting to begin this process. Once this meeting has occurred, Trustees will initiate a follow-up meeting with the Selectmen to formally request a renewed charge.

5. **FY2013 Budget Review:** Certain line items were reviewed with a focus on potential areas of concern. The discussion was a starting point of conversation and will continued to be reviewed as the process develops. Mary Ann made a motion to accept the FY13 budget as presented to the trustees on 12/14/11. Jean seconded the motion. All in favor.

4. **Announcement/Correspondence:** Trustees to contribute to a holiday luncheon for library staff and volunteers who will select items from the Roche Bros catering menu. Mary Ann will coordinate this and inform trustees of the cost.

7. **Exploration of School/Library Collaboration:** This will be discussed at a later meeting.

8. **Confirm Date of Next Meeting:** The next meeting date will be schedule for late January due to Jeanne being away the month of February. The actual date to be is yet to be determined. Suggest agenda include: plans for national library week (Ellen will make suggestions), project manager invoice issue (Jean will follow-up with Rocco), competition to compose anthem for Marshfield, concert at NRAS).

9. **Adjournment:** 6:10 pm

Mary Ann Walsh
Secretary/Clerk